

290-2-1-.10 Record Keeping and Reporting.

The following records shall be maintained on file at each group day care home subject to the exceptions listed herein. The records shall be maintained in an organized manner and shall be accessible to the Ddepartment:** *

(a) **Records on Administrator and Employees.** The file for each administrator and employee shall contain: ** *

1. Identifying information to include:** *

(i) Name; ** *

(ii) Date of Birth;** *

(iii) Social Security number; ** *

(iv) Current address; and** *

(v) Current telephone numbers; ** *

2. Employment history; ** *

3.Evidence of the following as applicable to the position held:** *

(i) Education;** *

(ii) Qualifying work experience; and ** *

(iii) Orientation, where there is more than one (1) full-time staff member or a substitute employee. The records on orientation shall include the following:** *

(I) Date of orientation;** *

(II) Description of orientation; ** *

(III) Signature of the person or a representative of the organization providing the

training; and** *

(IV) Signature of the person receiving the training; ** *

4. Evidence of all training required by these rules which shall include:** *

(i) Title of Training; **

(ii) Date of training; **

(iii) Trainer's signature; **

(iv) Location of training; and **

(v) Number of clock hours obtained;**

5. Verification of a satisfactory criminal records check determination;** *

6. Daily attendance records or other employee payroll records for the employee for the preceding six (6) month period, which may be stored away from the group day care home provided that the home notifies the Ddepartment of its intention to store these records offsite, provides the Ddepartment with the name, address and phone number of the custodian of these records and allows the Ddepartment, in its discretion, to have access to these records at the custodian's location immediately or access at the home within seven (7) business days of a Ddepartment representative's request. The Ddepartment may, in its discretion, accept photocopies of the requested records which are provided within seven (7) business days of the Ddepartment representative's request for the same; and * *

7. Statement completed by the staff member or other documentation regarding

qualifications.** *

(b) **Records on Children.** A group day care home must maintain a file for each child while such child is in care at the group day care home and for a period of one (1) year after such child is no longer in care at the group day care home. The following records shall be maintained on file for each child enrolled in the group day care home and file shall be accessible to the Department and shall contain the following:**

1. Identifying information about the child to include: name, date of birth, sex, address, living arrangement if not with both parents and name of school, if any, and name of guardian, if applicable;**

2. Identifying information about the parents or guardian to include: names of both parents, name of guardian, if applicable, home and work addresses and home and work telephone numbers;**

3. Name(s) and addresses of the person(s) to whom the child can be released; Such information shall contain the authorized person's address, telephone numbers, relationship to child and to parent or guardian, and other identifying information;**

4. Identifying information about the person(s) to contact in emergencies when the parent or guardian cannot be reached to include: name(s), addresses, and telephone number(s), relationship to child and to parent or guardian, and other identifying information;**

5. Signed agreement between the holder of the license or commission or a person

designated by the holder and the parent or guardian to include:**

(i) Description of general services to be provided by the group day care home to the child including whether the home is providing meals and snacks; **

(ii) Identification of the child's primary source of health care to include:**

(I) Physician's or clinic's name; and**

(II) Telephone number;**

(iii) Authorization for obtaining emergency medical care for the child when the parent or guardian is not available;**

(iv) Statement regarding known allergies or other physical problems, mental health disorders, mental retardation or developmental disabilities which would limit the child's participation in the group day care home's program and activities;**

(v) Description of any special procedures to be followed in caring for the child, including any special services which the group day care home agrees to provide to a child with special needs;**

(vi) A description of the information that will be required of the parent or guardian before the group day care home will dispense any medication in accordance with Rule 290-2-1-.11(e)10.(i) through (iii) (medication shall be in the original labeled container; medication container shall be labeled with child's full name; and medicines which are no longer dispensed shall be returned to the child's parent or guardian immediately) and the ~~parents'~~ parent's or guardian's acknowledgement that ~~they~~ he or she will provide all of the necessary information. The authorization will

include when applicable:**

(I) Date;**

(II) Full name of the child; *

(III) Name of medication;**

(IV) Prescription number, if any;**

(V) Dosage; * *

(VI) The dates to be given;**

(VII) The time of day medication is to be dispensed;**

(VIII) Signature of parent or guardian;**

(IX) Verification that medication was dispensed according to ~~parents'~~ parent's or guardian's authorization, including the signature of staff member who dispensed the medication; ~~and~~**

(vii) ~~Parents'~~ Parent's or guardian's acknowledgment of the following:**

(I) ~~T~~that when the ~~parents~~ parent, guardian or persons authorized by the ~~parents~~ parent or guardian, picks up or drops off ~~their~~ the child at the group day care home, ~~they~~ he or she will not allow ~~their~~ the child to enter or leave the group day care home without being escorted and that the group day care home will not permit the child to enter or exit the group day care home without an escort; ~~and~~**

(II) That the parent, guardian, or person authorized by the parent or guardian to drop off and pick up the child, will sign the child in and out of the group day care home each day and this documentation will at a minimum include the date, the times of arrival and departure, and the initials of the parent, guardian or authorized person who

drops off and picks up the child;

~~(H)~~ (III) ~~T~~that the ~~parents~~ parent or guardian ~~are~~ is responsible for keeping the group day care home advised of any significant changes as the changes occur in the information that the ~~parents~~ parent or guardian provided at the time of enrollment concerning phone numbers, work locations, emergency contacts, family physician, etc.; and**

~~(HH)~~ (IV) ~~T~~that where a school-age group day care home does not agree to provide routine meals and/or snacks, as appropriate for the children, the ~~parents~~ parent or guardian agrees that ~~they~~ he or she shall provide the children with nutritious meals and snacks daily as appropriate;**

6. Documentation of incidents requiring professional medical attention, other than simple first aid performed by group day care home staff to include:**

- (i) Child's name; **
- (ii) Type of illness or injury; **
- (iii) Date of illness or injury;**
- (iv) How injury or illness occurred;**
- (v) Staff present;**
- (vi) Method of notifying parent or guardian; and**
- (vii) Services provided to the child;**

7. Written parental or guardian authorization for the child to participate in field trips, special activities away from the group day care home and water-related activities occurring in water that is more than two (2) feet deep if the group day care home

participates in any such activities; **

8. Written pParental or guardian authorization if the group day care home is to provide routine transportation for the child to or from school, home or group day care home. The authorization shall specify the following: **

(i) Routine pick up location; **

(ii) Routine pick up time; **

(iii) Routine delivery location; **

(iv) Routine delivery time; and **

(v) Name of any person authorized to receive the child; and the procedure to be followed if the authorized person is not present at the drop-off site to receive the child; ~~and~~ **

9. Evidence of age-appropriate immunizations or a signed affidavit against such immunizations shall be maintained for each child enrolled in the group day care home on a form provided by the De~~e~~partment; **

(i) No child shall continue enrollment in the group day care home for more than thirty (30) days without such evidence; ~~and~~ **

10. The child's daily arrival and departure records for the twelve (12) preceding months which shall be maintained, but need not be filed, in each child's record. The parent, guardian, or person authorized by the parent or guardian to drop off and pick up the child will document, in written or electronic format, each time the parent, guardian or authorized person drops off and picks up the child. The group day care home shall ensure

that children are only released to authorized persons, and group day care home staff shall take necessary steps to determine that any such person presenting to pick up a child in care is authorized by the parent or guardian of the child and that person matches the identifying information provided by the parent or guardian.

(i) The documentation shall include at least the following information: the date, the child's name, the arrival and departure times, and the signature or initials of the parent, guardian or authorized person at the time of arrival and departure.

(ii) These records shall be made available to the Department in printed or written form upon request.

~~40.~~ 11. The child's daily attendance records for the ~~six (6)~~ twelve (12) preceding months which must be maintained, but need not be filed in each child's record and which shall be made available to the Department in written or printed form upon request; and**

~~44.~~ 12. Transportation checklists which need not be filed in each child's record. **

(c) **Required Reports.** The administrator or designated person-in-charge shall report or cause to be reported the following:**

1. **Child Abuse, Neglect or Deprivation.** Whenever there is reasonable cause to believe that a child has been physically injured or has suffered death by a parent or caretaker by other than accidental means; provided, however, that physical forms of discipline need not be reported where the same does not result in injury to the child; or a child has been neglected, exploited or deprived or sexually assaulted or sexually

exploited. Sexual exploitation occurs when a parent or caretaker allows, permits, encourages or requires a child to engage in prostitution or other sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct as defined in O.C.G.A. Sec. 16-12-100. Any suspected incident of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children services in accordance with O.C.G.A. Sec. 19-7-5.**

2. **Communicable Diseases.** Any cases or suspected cases of notifiable communicable diseases shall be reported to the local county health department as required by the rules of the department regarding Notification of Disease, Chapter 290-5-3.**

3. **Death, Serious Injury or Emergency Situation.** Within twenty-four (24) hours or the next work day, the following the-reportable-situation incidents must be reported to the Department's Child Care Licensing Office ~~the following~~:**

- (i) Any death of a child while in the care of the group day care home;**
- (ii) Any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the group day care home;**
- (iii) Any fire; **
- (iv) Any structural disaster; **
- (v) Any emergency situation that requires temporarily relocating children; and**
- (vi) Any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip,

(d) **Criminal Record.** The name of any employee who acquires a criminal record as defined in these rules, if the director knows, or reasonably should know, of the employee's criminal record, shall be reported to the ~~District~~ Department's Child Care Licensing Office. **

(e) **Annual Reports.** Within forty-five (45) days of the group day care home's receipt of an annual report form from the ~~D~~department, the administrator shall submit to the ~~D~~department a complete annual report on the form provided. The annual report may be used in determining licensure requirements. **

Authority O.C.G.A. Secs. 19-7-5, 20-1A-1 et seq., 31-2-4, 49-5-12. **History.** Original Rule entitled "Equipment and Supplies" adopted. F. Feb. 21, 1983; eff. Mar. 23, 1983, as specified by the Agency. **Repealed:** New Rule entitled "Record Keeping and Reporting" adopted. F. Apr. 1, 1991; eff. Apr. 21, 1991. **Repealed:** New Rule of same title adopted. F. Aug. 7, 2009; eff. Aug. 27, 2009.